

January 16, 2009

Dear Student:

During our annual academic review meeting, it has come to our attention that you are currently out of compliance with an established University policy. The catalog, which all students receive, states that, "a student must complete no less than five (5) courses per year of study." Failure to achieve this minimum will subject the learner to probationary status, in which the learner is given six (6) months to complete the missing courses. The purpose of this notification is to inform you that you are not in compliance with this important educational policy.

Due to your noncompliance, you have been placed on academic probation, as of the date of this email. You will have six months to complete the remaining courses, in order to regain good academic standing within the University. Additionally, University policy also states that a learner may complete a maximum of two (2) courses per month. This should be taken into account while planning a schedule of work to be completed.

Being placed on academic probation in no way diminishes your obligation to complete the required coursework for 2009. While this notification may seem like a hindrance to your educational goals, we hope that it serves as motivation to complete your degree program.

Sincerely,



Peter Aquino

American Pacific University